

C.I.G. Administrative Instructions

Approved For Release 2001/04/02 : CIA-RDP11-00728R000100100142

CONFIDENTIAL

1 of 1

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY
Washington, D. C.

Regulatory

STATINTL

ADMINISTRATIVE INSTRUCTION
NO. [REDACTED]

31 January 1951

SUBJECT: Orientation and Indoctrination Course

1. a. An orientation and indoctrination course will be conducted for the purpose of acquainting new employees with the organization, mission and functions of the Agency, and to give older employees authoritative information on recent changes in Agency organization.

b. The program will be administered by the Director of Training, and will consist of a series of presentations by Agency officials.

2. The course will be held in the Recreation and Service Building Auditorium (located near Quarters Eye). It is of 2 1/2 days' duration. The first class will begin at 0900 hours, 13 February 1951.

3. Attendance:

a. Mandatory for all employees grade GS-5 and above who have joined the Agency since 1 October 1950.

b. Employees grade GS-4, entering on duty since 1 October 1950, may be nominated by Office heads provided the employee is on an assignment requiring general knowledge of Agency organization and operations.

c. Office heads may nominate personnel, grade GS-4 and above, employed prior to 1 October 1950, to attend the first class. Nominations for this category must be made promptly to the Director of Training (Ext. 3531). When all requests are received, each Office head will be notified of the number who may attend, as selections will be based on available facilities.

d. Requests for excusing personnel indicated in paragraph 3a above from attendance at subject course must be submitted by Office heads to the Deputy Director (Administration) with justification in each case.

4. The schedule and office quotas for the first class, together with pertinent administrative details, will be published in a CIA Notice.

STATINTL

[REDACTED]
WALTER B. SMITH
Director

DISTRIBUTION: No. 2

CONFIDENTIAL

CONFIDENTIAL

**CENTRAL INTELLIGENCE AGENCY
Washington, D. C.**

25X1A

ADMINISTRATIVE INSTRUCTION
[REDACTED]

31 January 1951

SUBJECT: Orientation and Indoctrination Course

1. a. An orientation and indoctrination course will be conducted for the purpose of acquainting new employees with the organization, mission and functions of the Agency, and to give older employees authoritative information on recent changes in Agency organization.

b. The program will be administered by the Director of Training, and will consist of a series of presentations by Agency officials.

2. The course will be held in the Recreation and Service Building Auditorium (located near Quarters Eye). It is of 2 1/2 days' duration. The first class will begin at 0900 hours, 13 February 1951.

3. Attendance:

a. Mandatory for all employees grade GS-5 and above who have joined the Agency since 1 October 1950.

b. Employees grade GS-4, entering on duty since 1 October 1950, may be nominated by Office heads provided the employee is on an assignment requiring general knowledge of Agency organization and operations.

c. Office heads may nominate personnel, grade GS-4 and above, employed prior to 1 October 1950, to attend the first class. Nominations for this category must be made promptly to the Director of Training (Ext. 3531). When all requests are received, each Office head will be notified of the number who may attend, as selections will be based on available facilities.

d. Requests for excusing personnel indicated in paragraph 3a above from attendance at subject course must be submitted by Office heads to the Deputy Director (Administration) with justification in each case.

4. The schedule and office quotas for the first class, together with pertinent administrative details, will be published in a CIA Notice.

25X1A

[REDACTED]
WALTER B. SMITH
Director

DISTRIBUTION: No. 2

CONFIDENTIAL

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET			
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	DD ALM -	WB	1 Feb
2	Director		
3	Deputy Director		
4	Director		
5	DD/A		
FROM		INITIALS	DATE
1	Mgmt.	JK	31 Jan 7
2			
3			

<input checked="" type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input checked="" type="checkbox"/> SIGNATURE
<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: Drafted w/ Dir. of Training.
His concurrence attached -
JK
Request signature of DCI, if approved. *WB*

SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED
--------	--------------	------------	--------------

FORM NO. 30-4
SEP 1947

CONFIDENTIAL

3 February 1951

MEMORANDUM FOR: Deputy Director (Administration)
SUBJECT: Employee Training

1. The employee training program as presently constituted is divided into three major categories:

a. The Orientation and Indoctrination course being conducted under the direct control of the Director of Training.

b. The operational training program assigned to OSO T/O-wise, but conducted under the joint supervision of OSO and OPC by committee supervision.

c. In-service training being conducted by individual Assistant Directors or office heads.

2. The establishment of the Training Office under the Deputy Director (Administration) has allowed crystallization of thought of this Office on the subject. It is our belief that the best interests of the Agency will be served by placing all training under the direct control or supervision of the Director of Training. Only through centralized responsibility for this function will continuity, uniformity, and proper direction be assured.

3. It is recommended that:

a. Responsibility for the conduct of the operational training program be assigned to the Director of Training and that the T/O positions and personnel be transferred from OSO to the Training Office.

b. In-service training of all types be conducted by Office personnel, but under the over-all supervision of the Director of Training.

c. The Agency orientation and indoctrination be conducted under the direction and supervision of the Director of Training as outlined in Administrative Instruction [REDACTED]

25X1A

25X1A

[REDACTED]
Advisor for Management

CONFIDENTIAL